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ROUTINE
R 152239Z NOV 21 MID600051180185U
FM CNO WASHINGTON DC
TO NAVADMIN
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NAVADMIN 256/21

PASS TO OFFICE CODES:
FM CNO WASHINGTON DC//N1//
INFO CNO WASHINGTON DC//N1//
MSGID/GENADMIN/CNO WASHINGTON DC/CNO/NOV//

SUBJ/CCDA GUIDANCE TO COMMANDERS//

REF/A/DOC/SD/24AUG21//
REF/B/MSG/SECNAV/302126ZAUG21//
REF/C/MSG/OPNAV/311913ZAUG21//
REF/D/MSG/OPNAV/132050Z OCT21//
REF/E/DOC/BUMED/7OCT13//
REF/F/DOC/BUPERS/16MAR20//
REF/G/DOC/OPNAV/15AUG20//
REF/H/DOC/BUMED/03SEP21//
REF/I/DOC/OPNAV/10NOV09//
REF/J/MSG/OPNAV/011621ZNOV21//
REF/K/DOC/OPNAV/02SEP09//
REF/L/DOC/OPNAV/30OCT19//
REF/M/DOC/OPNAV/09OCT19//
REF/N/DOC/OPNAV/01OCT18//
REF/O/DOC/BUPERS/07MAY20//
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REF/S/DOC/OPNAV/25OCT21//
REF/T/DOC/OPNAV/05OCT17//
REF/U/DOC/OPNAV/01APR19//
REF/V/DOC/OPNAV/17JAN20//
REF/W/DOC/OPNAV/11APR21//
REF/X/DOC/SECNAV/30OCT18//
REF/Y/DOC/BUPERS/19SEP18//
REF/Z/DOC/SECNAV/28MAR19//
REF/AA/DOC/SECNAV/15APR19//

NARR/REF A IS THE SECRETARY OF DEFENSE MEMO MANDATING CORONAVIRUS DISEASE
2019 VACCINATION FOR DEPARTMENT OF DEFENSE SERVICE MEMBERS.

REF B IS ALNAV 062/21, 2021-2022 DEPARTMENT OF THE NAVY MANDATORY COVID-19 VACCINATION POLICY.

REF C IS NAVADMIN 190/21, 2021-2022 NAVY MANDATORY COVID-19 VACCINATION AND REPORTING POLICY.

REF D IS NAVADMIN 225/21, COVID-19 CONSOLIDATED DISPOSITION AUTHORITY (CCDA).

REF E IS BUMEDINST 6230.15B, IMMUNIZATIONS AND CHEMOPROPHYLAXIS FOR THE PREVENTION OF INFECTIOUS DISEASE.

REF F IS BUPERSINST 1730.11A, STANDARDS AND PROCEDURES GOVERNING THE ACCOMMODATION OF RELIGIOUS PRACTICES.

REF G IS MILPERSMAN 1730-020, IMMUNIZATION EXEMPTIONS FOR RELIGIOUS BELIEFS.

REF H IS BUMEDNOTE 6300, NAVY CORONAVIRUS DISEASE 2019 VACCINE MEDICAL TEMPORARY, AND MEDICAL PERMANENT EXEMPTION FOR MEDICAL CONTRAINDICATION APPROVAL PROCESS.

REF I IS MILPERSMAN 1910-154, SEPARATION BY REASON OF ENTRY LEVEL PERFORMANCE AND CONDUCT.

REF J IS MILPERSMAN 1910-600, FORWARDING CASES TO THE SEPARATION AUTHORITY (SA).

REF K IS NAVADMIN 249/21, CCDA REPORTING REQUIREMENTS.

REF L IS MILPERSMAN 1611-010, OFFICER PERFORMANCE AND SEPARATIONS FOR CAUSE.

REF M IS MILPERSMAN 1616-040, ENLISTED PERFORMANCE (E-6/7/8/9).

REF N IS MILPERSMAN 1610-015, DOCUMENTATION ON FITNESS REPORTS AND PERFORMANCE EVALUATIONS FOR FAILURE TO MAINTAIN DEPLOYABILITY OR INDIVIDUAL MEDICAL READINESS.

REF O IS BUPERSINST 1610.10E, NAVY PERFORMANCE EVALUATION SYSTEM.

REF P IS MILPERSMAN 1616-050, ENLISTED PERFORMANCE (E-5 AND BELOW).

REF Q IS MILPERSMAN 1320-308, PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER EXECUTION.

REF R IS POLICY DECISION MEMORANDUM 003-06, ASSIGNMENT INCENTIVE PAY PROGRAM.

REF S IS POLICY DECISION MEMORANDUM 002-21, SEA DUTY INCENTIVE PAY PROGRAM.

REF T IS OPNAVINST 1160.6C, SPECIAL DUTY ASSIGNMENT PAY PROGRAM.

REF U IS OPNAVINST 1160.8B, SELECTIVE REENLISTMENT BONUS PROGRAM.

REF V IS OPNAVINST 1520.23C, GRADUATE EDUCATION.

REF W IS MILPERSMAN 1160-040, EXTENSION OF ENLISTMENTS.

REF X IS SECNAVINST 1420.2B, FROCKING OF COMMISSIONED OFFICERS.

REF Y IS BUPERSINST 1430.16G, ADVANCEMENT MANUAL FOR ENLISTED PERSONNEL OF THE U.S. NAVY AND U.S. NAVY RESERVE.

REF Z IS SECNAVINST 1420.3, DEPARTMENT OF THE NAVY COMMISSIONED OFFICER PROMOTION PROGRAM.

REF AA IS SECNAVINST 1412.6M, PROMOTION OF OFFICERS TO THE GRADE OF LIEUTENANT (JUNIOR GRADE) IN THE NAVY AND TO THE GRADE OF FIRST LIEUTENANT IN THE MARINE CORPS.

RMKS/1. Purpose. This NAVADMIN provides guidance to Commanders regarding Navy service members who fail to obey a lawful order by refusing the COVID-19 vaccine directed in references (a) through (c).

2. Policy. In order to ensure a fully vaccinated force, U.S. Navy policy is to process for separation all Navy service members who refuse the lawful

order to receive the COVID-19 vaccination and do not have an approved exemption. Specific administrative actions are directed herein, however, additional administrative actions and any punitive actions based solely on vaccine refusal continue to be withheld.

2.a. The least favorable characterization of service for Navy service members refusing the vaccine, without extenuating circumstances, will be GENERAL (under honorable conditions). A general discharge will, at the discretion of the Department of Veterans Affairs (VA), result in the loss of eligibility for some VA benefits such as the GI Bill, to include the transfer of GI Bill benefits to dependents.

2.b. Navy service members with approved or pending COVID-19 vaccination exemption requests shall not be processed for separation or be subject to the other administrative actions described in this NAVADMIN due solely to their lack of COVID-19 vaccination. However, in line with reference (d), Navy service members who are not vaccinated, regardless of exemption status, may be temporarily reassigned with concurrence of the first flag officer in the administrative chain of command based on operational readiness and mission requirements. Where applicable, the first flag officer in the operational chain of command should be notified regarding temporary reassignments.

2.c. Navy service members whose COVID-19 vaccination exemption request is denied are required to receive the COVID-19 vaccine as directed by the exemption adjudicating authority or commence vaccination within 5 days of being notified of the denial, if the exemption adjudicating authority does not specify. Navy service members who refuse the COVID-19 vaccine after expiration of the specified time to commence vaccination, will be processed for separation and be subject to the other administrative actions described in this NAVADMIN and reference (d).

2.d. Navy service members who initiate vaccination such that they cannot meet the deadline described in references (b) and (c) or the applicable deadline established by receipt of an exemption denial, should notify their chain of command as soon as possible. The Navy service members command must expeditiously report the case to the COVID Consolidated Disposition Authority via *PERS-834(at)navy.mil* for officers and *PERS832COVIDVAXADSEPS(at)us.navy.mil* for enlisted, in order to expedite determination regarding whether to initiate or suspend administrative separation and the other actions directed by this NAVADMIN.

2.e. Notwithstanding the policy to separate Navy service members refusing the vaccine, each and every Navy service member shall be treated with dignity and respect at all times throughout the execution of the policies described herein.

3. Definitions.

3.a. Navy Service Members. Active-duty service members and service members

in the Selected Reserve only. Service members in the Individual Ready Reserve and U.S. Naval Academy (USNA) and Naval Reserve Officers Training Corps (ROTC) midshipmen remain subject to the vaccine mandates in references (a) through (c), but will be adjudicated per their governing instructions.

3.b. Active-Duty Navy Service Members. Active-duty Navy service members include members of the Active Component and members of the Reserve Component on active duty in a full time support (FTS) status (also known as Training and Administration of the Reserve (TAR)).

3.c. Refusing the Vaccine. A Navy service member refusing the vaccine is one who has: (1) received a lawful order to be fully vaccinated against COVID-19, (2) is not or will not be fully vaccinated on the date required by the order, and (3) does not have a pending or approved exemption request per references (e) through (h).

3.d. Fully Vaccinated. Service members are considered fully vaccinated two weeks after completing an approved COVID-19 vaccination series per reference (c).

3.e. Commanders. Commanders, Commanding Officers and Officers-in-Charge of naval units or organizations.

4. General Guidance.

4.a. Continue to hold submission of administrative separation (ADSEP) cases or convening administrative separation boards until directed by the CCDA.

4.a.(1). Final directions for submission of misconduct and ADSEP requests based solely on vaccine refusal are expected to be promulgated during the first week of December 2021. In preparation for submission, Commanders shall prepare Reports of Misconduct, applicable NAVPERS 1070/613s and any other supporting documents. Templates and additional information can be found at

<https://www.mynavyhr.navy.mil/Career-Management/Personnel-Conduct-Sep/Officer-Performance-Separation/> and
<https://www.mynavyhr.navy.mil/Career-Management/Personnel-Conduct-Sep/Enlisted-Separations/>. A NAVPERS 1070/613 specifically written for Navy service members who refuse the COVID-19 vaccine is located at
<https://www.mnp.navy.mil/group/navy-covid-19-reporting>
for Commanders use.

4.a.(2). Entry Level Separation (ELS). Commanders will continue separation of Navy enlisted service members refusing the vaccine who meet ELS criteria per MILPERSMAN (MPM) 1910-154. In accordance with MPM 1910-600, forward completed administrative separation records to PERS-832 via email at *[PERS832COVIDVAXADSEPS\(at\)us.navy.mil](mailto:PERS832COVIDVAXADSEPS@us.navy.mil)* for filing in members official military personnel file (OMPF).

4.b. Commanders will notify those Navy service members refusing the vaccine who are executing funded or no-cost TAD orders for training, or any other official purpose, to halt their assigned activity and return to their command within five working days.

4.c. Generally, Navy service members refusing the vaccine will continue in their assigned duties pending adjudication of separation processing and other applicable administrative actions described within this NAVADMIN. Commanders shall ensure appropriate risk mitigations remain in place to prevent the spread of COVID-19. If, in the Commanders judgment, a local reassignment becomes necessary, Commanders should coordinate disposition and timing with their Immediate Superior in Command (ISIC).

5. Administrative Disposition Guidance.

5.a. The data reporting required by NAVADMIN 249/21, reference (k), meets the requirements of MPM 1611-010 (officers) and MPM 1616-040 (enlisted) to inform PERS-834 (officers) and PERS-832 (enlisted) of incidents that could result in adverse action for officers and enlisted (E-6 through E-9). However, if a Navy service member refusing the vaccine (including those E5 and below) has a pending transfer, promotion or advancement: submit the additional information, as described below, as soon as feasible to ensure appropriate preemptive action is taken. Include *COVID-19 Vaccine Refusal* in the subject line of the email.

5.a.(1). Officers. Email *PERS-834(at)navy.mil* with members name, rank, brief description of the offense (e.g. COVID-19 Vaccine Refusal), pending promotion/advancement status, and the commands POC (Name, rank/rate, email and phone number).

5.a.(2). Enlisted. Email *PERS832COVIDVAXADSEPS(at)us.navy.mil* with members name, rank and rate, brief description of the offense (e.g. COVID-19 Vaccine Refusal), pending promotion/advancement status, and the commands POC (Name, rank/rate, email and phone number).

6. Documentation in Fitness Reports and Enlisted Evaluations.

6.a. Officers.

6.a.(1). In accordance with reference (d), within 30 days of a Navy service member refusing the vaccine, the reporting senior shall issue an adverse special Fitness Report (FITREP) per MPM 1610-015 and BUPERSINST 1610.10E. These reports should be submitted no earlier than the *to* date described below.

6.a.(2). The adverse special FITREP will document failure of the member to comply with Individual Medical Readiness responsibilities as outlined below. The adverse special FITREP shall document other facts as appropriate, including any additional misconduct associated with vaccine refusal, as

described in BUPERSINST 1610.10E. The *to* date in block 15 of this adverse special FITREP will be as follows: 2021Nov28 (active duty service members and FTS/TAR), 2021Dec28 (SELRES). For Navy service members who requested an exemption which was denied and subsequently refuse the vaccine, the *to* date in block 15 shall be 14 days after expiration of the specified time to commence vaccination as discussed in para 2.c. or the applicable date specified in the previous sentence, whichever is later.

6.a.(3). The adverse special FITREP will contain no greater than a 2.0 in block 35 (Military Bearing/Character) and no greater than a 2.0 in block 38 (Leadership). Block 42 (Promotion Recommendation) will be marked as *Significant Problems*. The following sentence must be the opening statement in block 41: *Member failed to maintain deployability or individual readiness standards by refusing the order to receive the COVID-19 vaccine.* A report without these marks and this statement will be rejected and returned for correction.

6.b. Enlisted members.

6.b.(1). In accordance with reference (d), within 30 days of a Navy service member refusing the vaccine, the reporting senior shall issue an adverse special evaluation per MPM 1610-015 and BUPERSINST 1610.10E. The adverse special evaluation will document failure of the member to comply with Individual Medical Readiness responsibilities as outlined below. The adverse special evaluation shall document other facts as appropriate, including any additional misconduct associated with vaccine refusal, as described in BUPERSINST 1610.10E. The *to* date in block 15 of this adverse special evaluation will be as follows: 2021Nov28 (active duty service members and FTS/TAR), 2021Dec28 (SELRES). For Navy service members who requested an exemption which was denied and subsequently refuse the vaccine, the *to* date in block 15 shall be 14 days after expiration of the specified time to commence vaccination as discussed in para 2.c. or the applicable date specified in the previous sentence, whichever is later. These reports should be submitted no earlier than the *to* date described above.

6.b.(2). E-1 to E-6 Evaluations. The adverse special evaluation will contain no greater than a 2.0 in block 36 (Military Bearing/Character) and no greater than a 2.0 in block 39 (Leadership). Block 45 (Promotion Recommendation) will be marked as *Significant Problems* and block 47 (Retention) will be marked as *Not Recommended*. The following sentence must be the opening statement in block 43: *Member failed to maintain deployability or individual readiness standards by refusing the order to receive the COVID-19 vaccine.* A report without these marks and this statement will be rejected and returned for correction.

6.b.(3). E-7 to E-9 Evaluations. The adverse special evaluation will contain no greater than a 2.0 in block 37 (Character) and no greater than a 2.0 in block 33 (Deckplate Leadership). Block 42 (Promotion Recommendation) will be marked as *Significant Problems*. The following sentence must be the

opening statement in block 41: *Member failed to maintain deployability or individual readiness standards by refusing the order to receive the COVID-19 vaccine.* A report without these marks and this statement will be rejected and returned for correction.

7. Permanent Change of Station (PCS) orders execution guidance. Navy service members refusing the vaccine who are under PCS orders will adhere to the following guidance.

7.a. Navy service members and dependents who have not yet initiated PCS travel shall not execute orders. Commands are directed to contact Navy Personnel Command (NPC) for follow-on guidance per MPM 1611-010, MPM 1616-040, and MPM 1616-050. NPC is standing by to address each specific case and will authorize entitlements based on current location and situation.

7.b. For Navy service members and/or dependents who have already initiated PCS travel, detaching and gaining commands shall make every effort to contact those service members to advise them of the requirements of this message. The service member should contact their detailee directly and each case will be evaluated by NPC on a case by case basis. Commands are directed to contact NPC for follow-on guidance per MPM 1611-010, MPM 1616-040 and MPM 1616-050. Per MPM 1320-308, members traveling under orders are considered to be attached to the gaining command.

7.c. Commanders should contact their ISIC to discuss impacts on manning resulting from this PCS orders execution guidance. ISICs should discuss manning impacts with their respective Type Commander N1, officer and enlisted community detailers, and placement coordinator (PERS 4013).

7.d. For new accession Navy service members in the accession training pipeline, (e.g. Recruit Training Command and A and C Schools) who refuse the vaccine and do not have a pending exemption request, Commanders will immediately interrupt their training, place them in an Interrupted Instruction (II) status and hold them at current activity.

7.e. For new accession Navy service members in the accession training pipeline, (e.g. Recruit Training Command and A and C Schools) who have a pending exemption request, Commanders will continue their accession level training (including transfer between schools), but will not transfer them to their ultimate assignment until adjudication of their exemption request. Once complete with all available accession level training, Commanders will place the service member in an Interrupted Instruction (II) status and hold them at current activity until the exemption request is adjudicated.

8. Bonuses, Special Pays and Incentive Pays. Navy service members refusing the vaccine may not enter into any new agreements for bonuses, special pays, or incentive pays and any unearned portion of current bonuses, special pays and incentive pays will be recouped in accordance with references (r) through

(u). Examples include, but are not limited to, the following: career retention bonuses, enlistment bonuses and incentive pays (such as flight pay). Bonuses, special pays and incentive pays become unearned when a Navy service member refusing the vaccine is no longer performing duties for which they are receiving such a bonus, special pay, or incentive pay (i.e. removed from assignment).

8.a. Bonuses, special pays and incentive pays become unearned as soon as one of the following criteria is met:

8.a.(1). Removed from the assignment.

8.a.(2). Associated NEC/AQD/warfare qualification is removed.

8.a.(3). Separated.

8.b. Actions required by Commanders with regard to special and incentive pays.

8.b.(1). For assignment or incentive pays, if a Navy service member is removed from an assignment, the Commander shall notify the office responsible for any special and incentive pays of the change of assignment. For Assignment Incentive Pay (AIP), notify PERS-40DD via email at *Mill_aip(at)navy.mil*. For Special Duty Incentive Pay notify PERS-40DD via email at *Mill_sdip(at)navy.mil*. For Special Duty Assignment Pay, notify the servicing Personnel Support Detachment/Transaction Support Center and the rating detailee.

8.b.(2). For bonuses, if a Navy service member is removed from an assignment and is no longer eligible for a bonus, notify the office responsible for that bonus. For Selective Reenlistment Bonuses, notify OPNAV (N130) via email at *nxag_N130D(at)navy.mil*.

8.b.(3). Upon removal from an assignment, Commanders will ensure the NAVPERS 1070/613 specifically written for Navy service members refusing the vaccine is completed and saved in the service members electronic service record. This NAVPERS 1070/613 can be found at *<https://www.mnp.navy.mil/group/navy-covid-19-reporting>*.

9. Education. Navy service members refusing the vaccine are not eligible to continue Navy education opportunities and those who fail to complete a service obligation incurred for participating in Navy funded full-time, part-time, or off-duty education programs per OPNAVINST 1520.23C will be required to reimburse the cost of the education received, prorated for the obligated time served.

9.a. Institutional Education. Navy service members refusing the vaccine who incurred a service obligation for an education benefit (e.g. USNA, ROTC,

Naval Postgraduate School, Health Professional Scholarship Program or in-residence Professional Military Education), will have any unearned portion of that education benefit recouped if separated before completing the service obligation. Navy service members refusing the vaccine (as defined in para. 3) currently enrolled in such an education program will be dis-enrolled from their program as soon as feasible and held at their institution or command pending administrative separation. Note: Current USNA and ROTC Midshipmen will be adjudicated by governing instructions as discussed in para. 3.a.

9.b. Tuition Assistance (TA). Navy service members refusing the vaccine are ineligible to receive TA. Commanders must withdraw command approval for any TA courses not yet convened. Commanders will direct withdrawal from TA courses which have convened and require proof of withdrawal. Navy service members will be responsible for reimbursing the Navy for the amount listed on the TA Authorization Voucher. Officers administratively separated prior to completing the statutory two year obligation for receipt of TA will incur a debt.

9.c. SkillBridge. Navy service members refusing the vaccine are not eligible to participate in the SkillBridge program. Commanders will immediately remove SkillBridge approval and recall Navy service members refusing the vaccine as indicated below.

9.c.(1). Navy service members assigned to commands in the Continental United States (CONUS) will return to their permanent duty station at their own cost within five days of recall order. If the command is deployed or underway, Sailors will report to the Transient Personnel Detachment in their home port.

9.c.(2). Navy service members assigned to commands outside the Continental United States (OCONUS) will report to the nearest CONUS Transient Personnel Detachment at their own cost as directed by their command within five days of recall order.

9.d. Navy Credentialing Opportunities Online (COOL). Navy service members refusing the vaccine are not eligible for Navy COOL funding for examinations or related credentialing fees. Commanders will withdraw approval of unexecuted vouchers and withhold future voucher approval for Navy service members refusing the vaccine.

10. Navy Training. In cases where there is a clearly defined service obligation that is not met, the cost of Navy training will be recouped, prorated to the obligated time served. Additionally, each case of a Navy service member refusing the vaccine will be evaluated for recoupment of training costs based on individual circumstances such as total cost, service obligation, and the Navy's realized return on investment for training received.

11. Reenlistments and Extensions. Navy service members refusing the vaccine are not eligible for re-enlistment, and may not extend their enlistment. If

a Navy service member refusing the vaccine has entered into an extension agreement that is not yet operative (has not yet taken effect), Commanders must cancel these agreements to extend enlistment. The inoperative extension can be cancelled by the personnel office by completing the cancellation section of NAVPERS 1070/621 or NAVPERS 1070/622 and processing the corresponding NSIPS event per MPM 1160-040.

12. Promotion and Advancement. Navy service members refusing the vaccine who are in a frocked status should be defrocked as soon as feasible (officers per SECNAVINST 1420.2B, enlisted per BUPERSINST 1430.16G). Spot promoted officers refusing the vaccine should be replaced as soon as feasible. Once removed from the applicable spot promote billet, the command should contact the members detailer and PERS-806 to remove the spot promotion.

12.a. Officer Promotion Delay. Commanders shall delay the promotion of any officer refusing the vaccine and shall submit a NAVPERS 1070/13 to *NPC_promotionwithholds.fct(at)navy.mil* stating the members promotion is delayed due to COVID-19 vaccine refusal (per SECNAVINST 1420.3 or SECNAVINST 1412.6M). Delays shall be based upon pending administrative action and physical qualification. Navy Personnel Command will make formal written notice to the officer following notification from the Commander. A NAVPERS 1070/613 specifically written for Navy service members who refuse the COVID-19 vaccine is located at *<https://www.mnp.navy.mil/group/navy-covid-19-reporting>* for Commanders use.

12.b. Enlisted Advancement Withhold. Commanders shall withhold the advancements of any enlisted member refusing the vaccine, to include preventing automatic Time-In-Rate advancements for E-2/E-3 and advancement for any Sailors in a frocked status for paygrades E-3 through E-9.

12.c. Enlisted Advancement Withdrawal. The date of the special adverse evaluation from paragraph 6.b. above constitutes a permanent withdrawal of advancement recommendation effective as of the date of the reporting seniors signature. An example NAVPERS 1070/13 for enlisted members pending advancement is available in BUPERSINST 1430.16G, Chapter 7.

13. Community sponsor flag officers are authorized to make determinations within their communities regarding removal of warfare qualifications, additional qualification designations (AQD), Navy Enlisted Classifications (NEC), or sub-specialties for Navy service members refusing the vaccine. Any decision to remove warfare qualifications, AQDs, NECs, or sub-specialties shall be consistent with current community policies and normal practices for Navy service members who do not maintain deployability or individual readiness through their own actions. These decisions, when based solely on refusing the vaccine, must be administrative in nature rather than punitive.

14. If in doubt as to how to adjudicate issues related to a Navy service member refusing the vaccine, Commanders should seek guidance from their chain of command, their staff judge advocate, and/or the CCDA before acting. In

all cases, Commanders are accountable to ensure the health and safety of their command while treating every Navy service member with dignity and respect.

15. Points of contact.

My Navy Career Center: 833-330-6622, *askmncc(at)navy.mil*.

Retirements and Separations (PERS-8): *MILL_Pers-8(at)navy.mil*,
(901) 874-3264.

Bonus Programs, Special and Incentive Pays (OPNAV N130D):
nxag_n130d(at)navy.mil.

Enlisted Force Plans and Policy (OPNAV N132): *NXAG_N132C(AT)navy.mil*.

OPNAV POC: CAPT Jason Grizzle, *ALTN_N1_NAVY_SCR.FCT(AT)NAVY.MIL*.

16. Released by VADM John B. Nowell, Jr, COVID Consolidated Disposition Authority.

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FM CNO WASHINGTON DC
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NAVADMIN 268/21

MSGID/NAVADMIN/CNO WASHINGTON DC/CNO/NOV//

SUBJ/REQUIRED COVID-19 TESTING FOR UNVACCINATED SERVICE MEMBERS//

REF/A/MEMO/USD/DOC/29OCT21//
REF/B/NAVADMIN/31AUG21
REF/C/MEMO/SD/24AUG21
REF/D/DOD/FMR VOL 10 CH 11
REF/E/NAVADMIN/02JUN21
REF/F/NAVADMIN/23AUG21
REF/G/DOC/19NOV21
REF/H/DOC/19NOV21
REF/I/SECNAVINST/20MAY2019

NARR/REF A IS USD P&R MEMO FORCE HEALTH PROTECTION (FHP) SUPPLEMENT 23
REVISION 2 DOD GUIDANCE FOR CORONAVIRUS DISEASE 2019 VACCINATION
ATTESTATION, SCREENING, TESTING, AND VACCINATION VERIFICATION.
REF B IS NAVADMIN 190/21, 2021-2022 NAVY MANDATORY COVID-19 VACCINATION AND
REPORTING POLICY.
REF C IS SECDEF MEMO MANDATING CORONAVIRUS DISEASE 2019 VACCINATION FOR DOD
SERVICE MEMBERS.
REF D IS DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION, VOLUME 10,
CHAPTER 11, PAYMENT AS REIMBURSEMENT FOR PERSONAL EXPENDITURES.
REF E IS NAVADMIN 110/21, U.S. NAVY COVID-19 STANDING GUIDANCE UPDATE 1.
REF F IS NAVADMIN 180/21, UPDATE 3 TO NAVY COVID-19 REPORTING REQUIREMENTS.
REF G IS DLA COVID-19 HOME TEST KITS ORDERING PROCEDURES.
REF H IS PPE MATERIAL STORED AT A DLA DEPOT ORDERING PROCEDURES.
REF I IS SECNAV INSTRUCTION 5211.5F, DEPARTMENT OF THE NAVY PRIVACY PROGRAM.
POC/OPNAV/CAPT STEVEN TARR III, (703) 614-9250//EMAIL:
STEVEN.TARR1.MIL(AT)US.NAVY.MIL

RMKS/ 1. Purpose. This NAVADMIN implements the reference (a) requirement to
conduct screening testing of service members who have not been vaccinated
against the Coronavirus Disease 2019 (COVID-19).

2. Applicability

2.a. This guidance applies to Active and Reserve Component service members who have not been fully vaccinated against COVID-19 in accordance with references (a), (b), and (c), including those who have an exemption request under review or who are exempted from COVID-19 vaccination and are entering a Department of Defense (DoD) facility.

2.b. Guidance for testing unvaccinated government civilians and contractors will be released separately. Until this guidance is issued, current guidance per reference (a) applies and Commanding Officers and Officers in Charge continue to be authorized broad discretion in applying additional measures as they deem necessary, including applicable elements of this NAVADMIN.

3. Policy Guidance

3.a. Weekly testing. Reference (a) mandates that unvaccinated service members will be subject to screening testing for COVID-19 at least weekly when entering a DoD facility that includes the service members normal place of work. This testing will commence for Navy service members when the following two conditions have been met: (1) no earlier than the active-duty vaccination deadline of 28 November 2021 or the reserve deadline of 28 December 2021, as applicable to the individuals component; and, (2) the command has the required supplies to administer testing per this NAVADMIN. For purposes of this NAVADMIN, facility is a Navy-administered building, vessel, or other enclosed indoor area where official business is conducted. For vessels, this guidance applies whether the vessel is underway or in port. Additionally, the term work space includes all areas where official business takes place, to exclude entry areas such as the Quarterdeck where testing/screening may be conducted if necessary to avoid inclement weather, security concerns, or other reasons that such screening cannot be performed outdoors.

3.b. Exception for service members working remotely. Unvaccinated service members who work remotely full time, or who perform duties in facilities or work spaces periodically (less-than-weekly basis), are not subject to weekly testing. However, prior to entering a Navy facility or work space, these service members must provide a negative result from a test performed within the preceding 72 hours per paragraph 4.

3.c. The testing requirements in paragraphs 3.a. and 3.b. apply to each facility or work space entered. Meeting the requirements to enter one facility or work space does not guarantee entry into any other facility or work space without specific coordination and approval. See paragraph 4.e. below. For example, if an unvaccinated service member assigned to command 1, who meets command 1 weekly testing requirements, must attend a meeting at command 2, that service member must also meet command 2 testing/entry requirements on the day of entry, unless prior approval has been obtained from command 2.

4. COVID-19 testing requirements and reporting for unvaccinated service members.

4.a. Commanding Officers and Officers in Charge will execute the screening testing requirement with COVID-19 self-collection kits or self-tests per paragraph 3 above for all unvaccinated service members within their chain of command, and any unvaccinated visiting service members entering their work

spaces.

4.b. Screening self-collection kits or self-tests do not require medical support to complete or to document test results. Organizations and service members must follow Food and Drug Administration (FDA) and manufacturer guidelines for these tests.

4.c. When required, the screening test shall be administered and results received before the service member proceeds to the facility work area.

4.d. Organizations should provide for on-site testing to the maximum extent possible. See paragraph 6 for test ordering and budget guidance. However, if on-site testing is not feasible, service members may perform self-testing or provide the results from a public, community, or commercial testing center. If the service member incurs costs, commands shall refer to reference (d) for procedures to reimburse the service member. Tests conducted in conjunction with diagnostic, travel, or other requirements meet the intent of this NAVADMIN. All testing must meet the following requirements:

4.d.(1) The test kit must be authorized or approved by the FDA. This includes test kits listed as authorized by the FDA under an Emergency Use Authorization (EUA).

4.d.(2) If not covered by the requirements of weekly testing in paragraph 3.a., the test must have been performed within the preceding 72 hours.

4.d.(3) The service member must retain documentation of the results of the test and present it upon request of supervisors and facility entry control personnel. Required information includes the service members name, the date and time the test was conducted, the commercial trade name (brand name) of the test, and the result (i.e., positive or negative). This documentation may be electronic, printed, or a facsimile. Examples of acceptable electronic documentation include text message, email, digital photo, online health record, or a screenshot of any of the above. Reasonable verification is all that is required, e.g. a screenshot of a self-test on a members phone constitutes identification of the member and the date of the test.

4.e. Visits between organizations by unvaccinated service members should be minimized. If these visits are necessary per their normal duties, testing per this NAVADMIN may be coordinated across organizations and documented by the service members parent command.

4.f. Exemption for previous COVID-19 infection. Per reference (e) and Centers for Disease Control and Prevention (CDC) guidance, unvaccinated service members who have recovered from a recent COVID-19 infection and who remain asymptomatic are exempted from regular screening testing for 90 days following their documented date of recovery from COVID-19 infection. Service members must provide documentation from a medical provider that includes the date they may return to work (no longer transmissible) and the date after which screening testing should resume post COVID-19 infection (90 days post COVID-19 infection).

4.g. Positive screening tests. Service members with a positive result following COVID-19 screening tests shall immediately report to medical for a confirmatory laboratory-based molecular polymerase chain reaction (PCR) test from the nearest servicing Military Treatment Facility (MTF).

4.g.(1) If obtaining a confirmatory PCR test at an MTF is not feasible, such

diagnostic confirmatory PCR tests may be obtained from a civilian community testing location at no cost to the service member (per paragraph 4.d above).

4.g.(2) Service members must provide results of confirmatory PCR testing to their chain of command.

4.h. Positive Confirmatory PCR Test. Service members receiving a positive confirmatory PCR test will be treated as a positive COVID-19 case and handled in accordance with references (e) and (f). Service members awaiting test results shall not be granted access to the facility work spaces until either a negative result has been received or the service member has satisfied return to work criteria in accordance with reference (e). Positive confirmatory PCR test results will be reported and managed in accordance with reference (f) and any other applicable national, state, local, or agency reporting requirements.

4.i. Negative Screening or Confirmatory PCR Tests. Service members with no COVID-19 symptoms who receive a negative screening or confirmatory test may enter the facility work spaces. At the discretion of the Commanding Officer, that service member may be credited with meeting the weekly testing requirement.

5. Responsibilities. Commanders, Commanding Officers, and Officers in Charge will:

5.a. Identify assigned service members (both Active and Reserve Component) who are not fully vaccinated against COVID-19 using the Medical Readiness Reporting System (MRRS), or as determined by the members medical provider if not yet included in MRRS, as detailed in reference (b).

5.b. Ensure all service members entering the work spaces of their facility meet one of these three requirements: (1) are fully vaccinated against COVID-19 in accordance with reference (b), or (2) have received, and can provide documentation of, a negative COVID-19 test (rapid test or PCR) administered weekly or within the preceding 72 hours per paragraph 3 above, or (3) receive a negative COVID-19 test provided on-site.

5.c. Deny entry to any service member who does not meet the requirements of paragraph 5.b. above.

6. COVID-19 Test Ordering

6.a. Budget Submitting Offices (BSO) are responsible for funding test kits using existing command funding; BSOs may utilize any appropriation available for this purpose. BSOs and commands shall purchase and maintain on-site testing resources sufficient to meet requirements of this NAVADMIN, including normal traffic of known unvaccinated service members and any foreseeable surge testing requirements (such as command-sponsored events or meetings held on-site).

6.b. Commands should follow Defense Logistics Agency (DLA) ordering procedures contained in references (g) and (h), or their current versions.

6.c. If advantageous to the government and with BSO approval, commands may procure tests from non-DLA sources or contract testing services to complete these requirements.

6.d. If sufficient facility or command testing resources are not available to meet these requirements, service members may be reimbursed for procuring

test kits that meet paragraph 4.d.
restrictions above. BSOs and commands will follow guidance in accordance
with reference (d). BSOs shall promulgate information to commands under
their purview regarding specific reimbursement processes.

7. COVID-19 Test Recording

7.a. All medical and other information collected from service members will
be maintained in a manner meeting the privacy requirements in attachment (9)
of reference (a). Commands are encouraged to review this guidance, which
includes information regarding who can collect this information; how to
safeguard, transmit, and maintain this information; and which information
must be protected per reference (i).

7.b. Commands shall log all tests conducted on-site, and all instances of
service members providing valid proof of negative tests, in a visitor log
maintained at the facility or work spaces point of entry (i.e.,
quarterdeck). Note whether the test was conducted on-site. Do not log test
results (positive/negative) in this logbook.

7.c. Only tests conducted at an MTF should be recorded in the service
members Electronic Health Record.

8. Released by VADM W. R. Merz, Deputy Chief of Naval Operations for
Operations, Plans, and Strategy, OPNAV N3/N5.//

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ROUTINE
R 151203Z DEC 21 MID200001325643U
FM CNO WASHINGTON DC
TO NAVADMIN
INFO CNO WASHINGTON DC
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NAVADMIN 283/21

PASS TO OFFICE CODES:
FM CNO WASHINGTON DC//N1//
INFO CNO WASHINGTON DC//N1//
MSGID/NAVADMIN/CNO WASHINGTON DC/CNO/DEC//

SUBJ/CCDA EXECUTION GUIDANCE TO COMMANDERS//

REF/A/MSG/CNO/311913ZAUG21//
REF/B/MSG/CNO/132050ZOCT21//
REF/C/MSG/CNO/152239ZNOV21//
REF/D/DOC/SECDEF/24AUG21//
REF/E/MSG/SECNAV/302126ZAUG21//
REF/F/DOC/SECNAV/24JUL19//
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REF/P/DOC/SECDEF/30NOV21//
REF/Q/DOC/10 US CODE/01JAN21//
REF/R/DOC/10 US CODE/01JAN21//
REF/S/DOC/BUPERINST 1730.11A/16MAR20//
REF/T/DOC/OPNAV/15AUG20//
REF/U/BUMEDINST 6230.15B/7OCT13//

NARR/REF A IS NAVADMIN 190/21, 2021-2022 NAVY MANDATORY COVID-19 VACCINATION AND REPORTING POLICY.
REF B IS NAVADMIN 225/21, COVID-19 CONSOLIDATED DISPOSITION AUTHORITY (CCDA).
REF C IS NAVADMIN 256/21, CCDA GUIDANCE TO COMMANDERS.
REF D IS THE SECRETARY OF THE DEFENSE MEMO MANDATING CORONAVIRUS DISEASE 2019 VACCINATION FOR DEPARTMENT OF DEFENSE SERVICE MEMBERS.
REF E IS ALNAV 062/21, 2021-2022 DEPARTMENT OF THE NAVY MANDATORY COVID-19 VACCINATION POLICY.

REF F IS SECNAVINST 1920.6D, ADMINISTRATIVE SEPARATION OF OFFICERS.
REF G IS MILPERSMAN 1611-010, OFFICER PERFORMANCE AND SEPARATIONS FOR CAUSE.
REF H IS MILPERSMAN 1910-142, SEPARATION BY REASON OF MISCONDUCT - COMMISSION OF A SERIOUS OFFENSE.
REF I IS MILPERSMAN 1910-233, MANDATORY SEPARATION PROCESSING.
REF J IS MILPERSMAN 1910-010, ENLISTED ADMINISTRATIVE SEPARATION (ADSEP) POLICY AND GENERAL INFORMATION.
REF K IS NAVADMIN 249/21, CCDA DATA REPORTING REQUIREMENTS.
REF L IS 10 U.S. CODE SECTION 8330, ENLISTED MEMBERS: TRANSFER TO FLEET RESERVE AND FLEET MARINE CORPS RESERVE; RETAINER PAY.
REF M IS 10 U.S. CODE SECTION 8326, ENLISTED MEMBERS: 30 YEARS.
REF N IS 10 U.S. CODE SECTION 1370, REGULAR COMMISSIONED OFFICERS.
REF O IS NAVADMIN 268/21, REQUIRED COVID-19 TESTING FOR UNVACCINATED SERVICE MEMBERS.
REF P IS SECRETARY OF DEFENSE MEMO ADDRESSING CORONAVIRUS DISEASE 2019 VACCINATION FOR MEMBERS OF THE NATIONAL GUARD AND THE READY RESERVE.
REF Q IS 10 U.S. CODE SECTION 8323, OFFICERS: 20 YEARS.
REF R IS 10 U.S. CODE SECTION 12731, AGE AND SERVICE REQUIREMENTS.
REF S IS BUPERSINST 1730.11A, STANDARDS AND PROCEDURES GOVERNING THE ACCOMMODATION OF RELIGIOUS PRACTICES.
REF T IS MILPERSMAN 1730-020, IMMUNIZATION EXEMPTIONS FOR RELIGIOUS BELIEFS.
REF U IS BUMEDINST 6230.15B, IMMUNIZATIONS AND CHEMOPROPHYLAXIS FOR THE PREVENTION OF INFECTIOUS DISEASE.

RMKS/1. Purpose. Since we are now past the last date that any Navy service member may receive the vaccine and meet the deadlines specified in reference (a), this NAVADMIN provides execution guidance regarding separation of Navy service members refusing the COVID-19 vaccine as directed in references (a) through (e).

2. Policy. In order to ensure a fully vaccinated force, U.S. Navy policy is, first, that all Navy service members receive the vaccine as directed and, second, that any who refuse the vaccine be processed for separation at the earliest possible opportunity.

While the vast majority of Navy service members have already received the vaccine, it remains in the interest of the Navy to encourage remaining Navy service members to become fully vaccinated as soon as possible and, at such time, consider them for retention. Regarding those who refuse the vaccine, the following policy will be implemented to maximize speed and equity in achieving a fully vaccinated force:

2.a. Navy service members eligible or approved to separate or retire on or before 1 June 2022. Upon request, permit separation or retirement (as applicable) as soon as practicable via expedited processes, in lieu of administrative separation processing. Barring extenuating circumstances, this will result in an HONORABLE characterization of service.

2.b. Navy service members not eligible to separate or retire on or before 1 June 2022: Process for administrative separation as soon as practicable based on misconduct.

2.b.(1). Less than 6 years of service: Process for separation with an

HONORABLE characterization. Service members in this category are not entitled to an Administrative Separation (ADSEP) board or a Board of Inquiry. 2.b.(2). More than 6 years of service: Process for separation with a GENERAL (under honorable conditions) characterization, however, requests to waive Administrative Separation boards or Boards of Inquiry in exchange for HONORABLE characterization of service will generally be favorably endorsed (barring additional misconduct or unique circumstances). 2.c. The separation guidance in this NAVADMIN applies to active duty, full time support (FTS)/training and administration of the reserve (TAR), and selected reserve (SELRES) Navy service members refusing the vaccine. Paragraph 6, below, provides additional guidance regarding Navy Reserve service members refusing the vaccine. Navy service members in the Individual Ready Reserve (IRR), as well as U.S. Naval Academy (USNA) and Naval Reserve Officers Training Corps (ROTC) midshipmen remain subject to the vaccine mandates in references (a), (d), and (e), but will be processed per their governing instructions.

3. Action. Commanders are now directed to conduct separation processing IAW this NAVADMIN and per references (f) through (j).

3.a. If a Navy service member refusing the vaccine changes their mind and subsequently receives the vaccine, but cannot meet the deadline specified in references (a) and (e), Commanders must expeditiously report that fact to the COVID Consolidated Disposition Authority (CCDA) via *PERS-834(at)navy.mil* for officers and *832vaccineadseps.fct(at)navy.mil* for enlisted, in order to expedite determination regarding pausing or permanently waiving the administrative actions directed by references (b), (c) and this NAVADMIN. Commanders are reminded to update the data required by reference (k) in such cases.

3.b. Separation processing for Navy service members refusing the vaccine will be IAW this NAVADMIN. Where the terms of this NAVADMIN regarding separation processing conflict with references (a) through (c), this NAVADMIN supersedes and replaces that previous guidance. However, unless specifically waived by the CCDA based on receiving the vaccine, all other administrative actions associated with vaccine refusal described in references (b) and (c) including but not limited to pay, promotion/advancement, fitness reports/evaluations, etc. continue to apply in all cases of Navy service members refusing the vaccine.

3.c. Officer and enlisted service members separated based on vaccine refusal will not be eligible for involuntary separation pay.

3.d. Officers separated based on vaccine refusal who have not completed a service obligation incurred by attending the U.S. Naval Academy, receipt of a Naval Reserve Officers Training Corps Scholarship, or receipt of other advanced education funds will be required to repay their educational expenses IAW existing agreements.

3.e. The command endorsement section of separation requests processed in NSIPS per this NAVADMIN must clearly indicate *COVID-19 VACCINE REFUSAL* and Commanders must closely monitor progress and results throughout the process.

3.f. Navy service members with approved or pending COVID-19 vaccination exemption requests shall not be processed for separation per this

NAVADMIN. Navy service members whose COVID-19 vaccination exemption request is subsequently denied are required to receive the COVID-19 vaccine as directed by the exemption adjudicating authority or if the exemption adjudicating authority does not specify, commence vaccination within 5 days of being notified of the denial. Navy service members who subsequently refuse the COVID-19 vaccine after expiration of the specified time to commence vaccination will be processed for separation per this NAVADMIN. Commanders are reminded to update the data required by reference (k) in such cases.

3.g. Any officer or enlisted service member refusing the vaccine who has a currently-approved separation or retirement (as of the date of this NAVADMIN) for a date on or before 1 June 2022 will be permitted to execute their separation or retirement without additional administrative separation processing described below.

3.h. For the purposes of this message, use of the word *retirement* in the case of enlisted personnel should be read to include transfer to the fleet reserve, when eligible.

4. Officer Processing: Except as provided in paragraph 3.g, the CCDA, as the show cause authority, has directed mandatory show cause processing for all officers who refuse the vaccine IAW reference (f) on the bases of Misconduct, Moral or Professional Dereliction, and Substandard Performance.

4.a. Commanders shall delay submitting a report of misconduct for officers who are beyond their minimum service requirement (MSR) to determine if they are eligible and desire to request an unqualified retirement or resignation in line with para 2.a. For officers who are not eligible and/or do not desire to request to retire or resign on or before 1 June 2022, Commanders shall initiate processing for separation by submitting a report of misconduct to Commander, Navy Personnel Command (PERS-834) per reference (g) as soon as practicable, but not later than 21 January 2022. The template for this report may be found at <https://www.mnp.navy.mil/group/navy-covid-19-reporting>.

For officers who are eligible, request and are command sponsored (via NSIPS) to retire or resign on or before 1 June 2022, reports of misconduct are not required. However, if requests for retirement or resignation are disapproved by higher authority, the provisions of this paragraph regarding required reports of misconduct and officer show cause will again apply. In those cases, reports of misconduct must be initiated within 5 days of retirement or resignation disapproval.

4.a.(1). Unqualified resignation or retirement requests in line with this paragraph must be submitted no later than 21 January 2022 with a separation date no later than 1 June 2022.

4.a.(2). Officers who have not met all Time in Grade (TIG) requirements will not be recommended for a TIG waiver and will be recommended to retire at the next lower grade in which the officer served on active duty satisfactorily.

4.a.(3). Officers with prior enlisted service, more than 20 years of active service, and less than 10 years of commissioned service (YCS) are not qualified for a regular officer retirement, but will be permitted to resign their commission and reenlist in the highest enlisted paygrade previously held for the sole purpose of retiring IAW references (l) and (m).

4.a.(4). In cases where an officer is notified after 7 January 2022 that their exemption request was denied and continues to refuse the vaccine, that officer will be provided 14 days from the date of such notification to request resignation or retirement in line with paragraph 4.a. above, if they are eligible and desire to make such a request. Such requests must still ensure resignation or retirement on or before 1 June 2022.

4.b. Eligible. An officer eligible to resign is, generally, one who has completed or will complete their minimum service requirement on or before 1 June 2022. An officer eligible to retire is, generally, one who has completed or will complete at least 20 years of service on or before 1 June 2022. Additional service obligation incurred due to such Navy benefits as education and bonuses may be waived, at the discretion of the CCDA or higher authority, in exchange for agreement to repay any unearned portion of the benefit. Each case will be individually adjudicated for final determination.

4.c. Probationary Officers (as defined in reference (f), but generally less than 6 years of commissioned service).

4.c.(1). Except as provided in paragraphs 3.g. and 4.a., probationary officers who refuse the vaccine will be directed to show cause for retention by notification procedures. The least favorable characterization of service shall be HONORABLE, unless inclusion of another basis for separation warrants a less favorable characterization. The show cause authority will direct processing after receiving reports of misconduct.

4.c.(2). Once notification is complete IAW reference (f) enclosure 11, the matter will be submitted to the Secretary of the Navy for final adjudication.

4.d. Non-Probationary Officers (as defined in reference (f), but generally greater than 6 years of commissioned service).

4.d.(1). Except as provided in paragraphs 3.g. and 4.a., non-probationary officers who refuse the vaccine will be directed to show cause for retention by Board of Inquiry procedures. The least favorable characterization of service directed for consideration will be GENERAL (under honorable conditions), unless inclusion of another basis for separation warrants a less favorable characterization.

4.d.(2). Non-probationary officers who refuse the vaccine who will not be retirement or resignation eligible on or before 1 June 2022, will not have completed their MSR before 1 June 2022, are denied requests for unqualified resignation/retirement, or who do not prefer separation or retirement IAW with paragraph 4.a. above will, in the course of show cause proceedings, be offered the opportunity to submit a qualified resignation or, in some cases, a retirement request, for discharge with an HONORABLE characterization of service in exchange for waiving their right to a Board of Inquiry.

4.d.(2).(a). Qualified resignation or retirement requests under this paragraph must be submitted no later than 14 days after notification to the officer.

4.d.(2).(b). Officers requesting retirement under this paragraph will be recommended to the Secretary of the Navy for retirement in grade so long as time-in-grade requirements are met IAW references (f) and (n).

4.d.(2).(c). Officers requesting retirement under this paragraph, who have not met all TIG requirements will not be recommended for a TIG waiver and will be recommended to retire at the next lower grade in which the officer

served on active duty satisfactorily.

4.d.(2).(d). Officers with prior enlisted service, more than 20 years of active service, and less than 10 years of commissioned service (YCS) are not qualified for a regular officer retirement, but will be permitted to resign their commission and reenlist in the highest enlisted paygrade previously held for the sole purpose of retiring IAW references (l) and (m).

4.d.(3). Non-probationary officers who refuse the vaccine who do not avail themselves of the opportunities and options provided above will be subject to show cause through Boards of Inquiry with GENERAL (under honorable conditions) as the least favorable characterization of service.

5. Enlisted Processing. Except as provided in paragraph 3.g., the CCDA has directed that Commanders shall initiate the administrative separation process for all enlisted service members refusing the vaccine under reference (h), Misconduct-Commission of a Serious Offense, plus any additional basis known at the time of processing. The provisions of reference (g) and MILPERSMAN 1910 (series) apply: treat vaccine refusal cases as though they were listed in reference (i).

5.a. Commanders shall delay initiating administrative separation processing for enlisted service members who have greater than 20 years of service or have an end of active obligated service (EAOS) on or before 1 June 2022 to determine if they are eligible and desire to request separation or retirement in line with para 2.a.

For those who are not eligible and/or do not desire to make such a request, initiate administrative separation processing as soon as practicable, but not later than 21 January 2022. For those who are eligible, request and are command sponsored to separate or retire on or before 1 June 2022, administrative separation processing is not required. However, if such requests are disapproved by higher authority, the provisions of this paragraph requiring separation processing will again apply. In those cases, administrative separation processing must be initiated within 5 days of disapproval.

5.a.(1). Separation or retirement requests in line with this paragraph must be submitted no later than 21 January 2022.

5.a.(2). Enlisted service members with an expected EAOS on or before 1 June 2022 may request such separation through use of the Enlisted Personnel Action Request Form NAVPERS 1306/7. Requests may be approved by Commanders as described in existing procedures.

5.a.(3). Enlisted service members retiring who submit a request IAW this paragraph will be retired in grade so long as TIG requirements are met.

5.a.(4). Enlisted service members who have not met all TIG requirements will be ineligible for a TIG waiver and will be retired at the next lower grade. Enlisted service members must include their willingness to retire at a lower pay grade within their request. Commanders must also provide a narrative in the comments that the request is being submitted IAW this NAVADMIN.

5.a.(5). In cases where an enlisted service member is notified after 7 January 2022 that their exemption request was denied and continues to refuse

the vaccine, that enlisted service member will be provided 14 days from the date of such notification to request separation or retirement in line with paragraph 5.a. above, if they are eligible and desire to make such a request. Such requests must still ensure separation or retirement on or before 1 June 2022.

5.b. Eligible. An enlisted service member eligible to separate is, generally, one who will reach their EAOS on or before 1 June 2022. An enlisted service member eligible to retire is, generally, one who has completed or will complete at least 20 years of service on or before 1 June 2022. Additional service obligations incurred due to such Navy benefits as education and bonuses may be waived, at the discretion of the CCDA or higher authority, in exchange for agreement to repay any unearned portion of the benefit. Each case will be individually adjudicated for final determination.

5.c. Enlisted service members with less than 6 years of total service (and/or reserve military service) at the time of notification.

5.c.(1). Except as provided in paragraphs 3.g. and 5.a., enlisted service members with less than 6 years of total service shall be processed for separation using notification procedures. The least favorable characterization of service shall be HONORABLE, unless significant and persistent negative aspects of the members conduct or performance of duty in the current enlistment outweigh positive aspects of the members service record, or if inclusion of another basis for separation warrants a less favorable characterization.

5.c.(2). Once the cognizant Commander completes notification, commands shall endorse and forward to PERS-8 at *832vaccineadseps.fct(at)navy.mil*, which will forward to the applicable separation authority and then direct separation as appropriate.

5.d. Enlisted service members with more than 6 years of total service (and/or reserve military service) at the time of notification.

5.d.(1). Except as provided in paragraphs 3.g. and 5.a., enlisted service members with more than 6 years of total service shall be processed using administrative board procedures. The least favorable characterization of service shall be GENERAL (under honorable conditions), unless inclusion of another basis for separation warrants a less favorable characterization.

5.d.(2). Enlisted service members with more than 6 years of total service who are not eligible for retirement, have an EAOS after 1 June 2022, are denied a request for separation or retirement, or who do not prefer separation IAW with paragraph 5.a. above, may request to conditionally waive an administrative separation board in exchange for separation or retirement (as applicable) with an HONORABLE characterization of service.

5.d.(2).(a). Conditional waiver requests for separation or retirement must be received by the Commander no later than 14 days after notification.

5.d.(2).(b). Unless there are extenuating circumstances, the Commander will favorably endorse the conditional waiver request and forward to PERS 8 at *832vaccineadseps.fct(at)navy.mil*, which will forward to the applicable separation authority and then direct separation as appropriate. Commanders should generally disapprove a conditional waiver only where additional misconduct (other than vaccine refusal) is present.

5.d.(3). Enlisted service members requesting retirement IAW this paragraph

may be recommended for retirement in grade if time in grade requirements are met (as applicable). If TIG requirements are not met, they may be recommended for retirement at the next lower grade.

5.d.(4). Enlisted service members with more than 6 years of total service who do not avail themselves of the opportunities and options above will continue to be processed for administrative separation with GENERAL (under honorable conditions) as the least favorable characterization of service.

5.e. In order to streamline processing of enlisted separation cases, commands are directed to visit <https://www.mynavyhr.navy.mil/Career-Management/Personnel-Conduct-Sep/Enlisted-Separations/> for reference materials, letter of transmittal templates and checklists to be used when submitting enlisted active and FTS/TAR ADSEP cases to *832vaccineadseps.fct(at)navy.mil*.

6. Additional Navy Reserve Guidance:

6.a. Navy service members who refuse the vaccine and separate from the active component (AC) will not be permitted to affiliate with or be assigned in any status within the reserve component (RC).

6.b. Separations for Navy Reserve service members refusing the vaccine will be conducted at the Navy Reserve Center to which the members are assigned. In order to be processed for retirement, separation or resignation, all Navy Reserve service members refusing the vaccine who are on active duty (ACDU), to include active duty for operational support (ADOS) and definite recall, shall be released from active duty (RAD) and returned to a reserve status no later than 21 Jan 2022.

6.c. Navy Reserve service members on ACDO orders, to include active duty for operational support (ADOS) and definite recall, who submitted a vaccine exemption request which is subsequently denied after 7 Jan 2022, and refuse the vaccine following the expiration of the specified time to commence vaccination, shall be released from active duty (RAD) and returned to a reserve status within 14 days of being notified of the denial.

6.d. Commanders must notify the Orders Issuing Authority (OIA), either PERS-92 or PERS-4X, as soon as possible if they have Navy Reserve service members refusing the vaccine on ACDO.

6.e. In accordance with reference (p), in no case will a Navy Reserve service member refusing the vaccine be granted authorized absence from drill or excused from other reserve duties based on failure to comply with vaccination requirements.

6.f. Active duty members (including FTS/TAR) who do not have 20 qualifying years to retire, but have earned qualifying years in the reserves and have a combination of active duty and reserve years to qualify for a non-regular/reserve retirement under reference (r) should contact PERS-97 Career Transition Office by emailing your most current reserve Statement of Service to *cto.officer(at)navy.mil* for officers and *cto.enlisted(at)navy.mil* for enlisted members prior to 21 January 2022 to inform them of your intentions to be transferred to the reserves solely for the purpose of retirement.

6.g. *Retirement* for RC members includes transfer to the retired reserve and non-regular retirement as eligible.

6.h. Additional administrative guidance regarding Navy Reserve service

members refusing the vaccine will be promulgated via a forthcoming ALNAVRESFOR message.

7. As a reminder, all unvaccinated Navy service members are subject to screening testing against COVID-19 IAW reference (o). Commanders shall continue to update the status of unvaccinated service members IAW reference (k).

8. If in doubt as to how to adjudicate issues related to separation of a Navy service member refusing the vaccine, Commanders should seek guidance from their chain of command, their staff judge advocate, and/or the CCDA before acting. Commands without an assigned legal advisor may seek legal advice from a Region Legal Service Office. In all cases, Commanders are accountable to ensure the health and safety of their command while treating every Navy service member with dignity and respect.

9. Points of contact.

My Navy Career Center: 833-330-6622, *askmncc(at)navy.mil*.

PERS-8 Active/FTS enlisted separations: *832vaccineadseps.fct(at)navy.mil*

PERS-8 officer separations: *PERS-834(at)navy.mil*

PERS-8 Active/FTS/TAR enlisted retirements:

Enlisted_Active_Duty_Retirements(at)navy.mil

PERS-8 Active/FTS/TAR officer retirements: *pers_835_retirements(at)navy.mil*

PERS-8 officer and enlisted promotion delays:

NPC_promotionwithholds.fct(at)navy.mil*

PERS-92 officer and enlisted definite recalls: *PERS-92(at)navy.mil*.

PERS-9 Reserve enlisted separations: *913vaccineadseps.fct(at)navy.mil*.

PERS-97 officer transitions: *cto.officer(at)navy.mil*

PERS-97 enlisted transitions: *cto.enlisted(at)navy.mil*

OPNAV POC: CAPT Jason Grizzle, *ALTN_N1_NAVY_SCR.FCT(AT)NAVY.MIL*.

10. Released by VADM John B. Nowell, Jr, COVID Consolidated Disposition Authority.

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ROUTINE
R 221712Z DEC 21 MID200001346611U
FM CNO WASHINGTON DC
TO NAVADMIN
INFO SECNAV WASHINGTON DC
CNO WASHINGTON DC
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NAVADMIN 289/21

MSGID/NAVADMIN/CNO WASHINGTON DC/CNO/DEC//

SUBJ/GUIDANCE ENCOURAGING COVID-19 VACCINE BOOSTER//

REF/A/MEMO/USD PR/17DEC21//
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NARR/REF A IS UNDERSECRETARY OF DEFENSE FOR PERSONNEL AND READINESS MEMO GUIDANCE ON ELIGIBILITY FOR A CORONAVIRUS DISEASE 2019 VACCINE BOOSTER DOSE. REF B IS NAVADMIN 190/21, 2021-2022 NAVY MANDATORY COVID-19 VACCINATION AND REPORTING POLICY. REF C IS ALNAV 062/21, 2021-2022 DEPARTMENT OF THE NAVY MANDATORY COVID-19 VACCINATION POLICY. REF D IS SECDEF MEMO MANDATING CORONAVIRUS DISEASE 2019 VACCINATION FOR DOD SERVICE MEMBERS. REF E IS NAVADMIN 110/21, U.S. NAVY COVID-19 STANDING GUIDANCE UPDATE 1. REF F IS UNDERSECRETARY OF DEFENSE FOR PERSONNEL AND READINESS MEMO FORCE HEALTH PROTECTION GUIDANCE (SUPPLEMENT 23) REVISION 2. REF G IS ASSISTANT SECRETARY OF THE NAVY FOR MANPOWER AND RESERVE AFFAIRS MEMO, MANDATORY CORONAVIRUS 2019 VACCINATION OF DEPARTMENT OF NAVY CIVILIAN EMPLOYEES.
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RMKS/ 1. Purpose. This NAVADMIN provides guidance for Active and Reserve Component uniformed Navy personnel. Reference (a) recommends vaccine boosters for Service members, DoD civilian employees, eligible DoD beneficiaries, and select contractor personnel. If needed, specific guidance beyond reference (a) for non-uniformed Navy personnel will be released separately. Food and Drug Administration (FDA) approved vaccine regimens have proven to be safe and effective in preventing serious illness or

death. Ongoing studies, however, have revealed that vaccination immunity decreases over time and the Centers for Disease Control and Prevention (CDC) recommends a vaccine booster for everyone age 16 and older.

2. Applicability. This guidance applies to Active and Reserve Component uniformed Navy personnel who completed the primary Pfizer-BioNTech/Comirnaty or Moderna COVID-19 vaccine series (i.e., received the second dose of the vaccine) more than 6 months ago, or who received a primary dose of the Johnson & Johnson/Janssen COVID-19 vaccine more than 2 months ago. Although this NAVADMIN specifically applies to uniformed Navy personnel, all personnel over the age of 16, including government civilians, are encouraged to obtain a vaccine booster.

3. Policy Guidance. Although not mandatory, the COVID-19 vaccine booster is strongly recommended. Because all studies are converging on the need for a vaccine booster to ensure enduring protection, it is essentially becoming the next-shot in a series and will likely become mandatory in the near future.

With the evolution of additional COVID-19 variants, e.g., Omicron, this NAVADMIN encourages exercising prudence to ensure continued protection.

3.a. Conditions to be fully vaccinated. The vaccine booster is a time-based reinforcement of the initial vaccine in order to prevent decreasing immunity. The vaccine booster is not currently a requirement to be fully vaccinated per references (a) through (f). Individuals are still considered fully vaccinated 2-weeks after receiving the second dose in a two-dose initial vaccine series (e.g., Pfizer-BioNTech/Comirnaty, Moderna vaccines), 2-weeks after receiving a single-dose vaccine (e.g., Johnson & Johnson/Janssen vaccine), or having received a World Health Organization (WHO) Emergency Use Listing (EUL) initial vaccine series.

3.b. Specific categories. Under CDC guidance, the below three categories may ONLY receive a Pfizer-BioNTech/Comirnaty vaccine booster.

3.b.1. Individuals who have completed a primary vaccination series while enrolled in an Institutional Review Board (IRB), FDA, National Institutes of Health (NIH), or WHO clinical vaccine trial.

3.b.2 Individuals who are fully vaccinated with a WHO EUL vaccine.

3.b.3. Individuals age 16 or 17 who have completed the primary Pfizer-BioNTech/Comirnaty vaccine series.

3.c. CDC-supported booster vaccines. With the exception of paragraph 3.b above, CDC guidance allows individuals to choose any COVID-19 vaccine booster that has received either FDA licensure or Emergency Use Authorization (EUA). The CDC allows mix and match dosing (i.e., taking different COVID-19 vaccines), taking into consideration an individuals preference, previous side effects, and vaccine availability. The CDCs Advisory Committee on Immunization Practices (ACIP) has stated a clinical preference for mRNA COVID-19 vaccines (Pfizer/Moderna) over non-Mrna (Johnson & Johnson/Janssen). Before receiving any booster shot, service members should review that vaccines Fact Sheet for Recipients and Caregivers and contact their Primary Care Manager with any questions or concerns.

3.d. Active and Reserve Component members may elect to receive a vaccine

booster from either a military or non-military vaccine site. To ensure Medical Readiness Reporting System (MRRS) accuracy, service members who receive the vaccine booster from a non-military site must provide their immunization data to their command as soon as practicable, but not to exceed five working days. The government website <https://www.vaccines.gov/> lists locations as well as available appointments for COVID-19 booster shots throughout the country.

3.e. International travel. A growing number of host countries now have varying degrees of restrictions if more than six months have elapsed since receiving the initial COVID-19 vaccine. Accordingly, a vaccine booster will likely be needed to travel to, or avoid liberty restrictions in, these countries. Nothing in this NAVADMIN supersedes existing national, state, or local restrictions and requirements.

4. Responsibilities. Commanders, Commanding Officers, and Officers in Charge will ensure this NAVADMIN is widely disseminated throughout all commands.

5. Released by VADM W. R. Merz, Deputy Chief of Naval Operations for Operations, Plans and Strategy, OPNAV N3/N5.//

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